

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: JOINT MEETING- PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) AND TRAFFIC SAFETY BOARD

DATE: JANUARY 12, 2009

PUBLIC SAFETY COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS VANNESS
BENTLEY
O'CONNOR
BELDEN
SOKOL
GIRARD
THOMAS

BRIAN LAFLORE, DIRECTOR OF THE OFFICE OF EMERGENCY
SERVICES/ FIRE COORDINATOR
AMY MANNEY, DEPUTY DIRECTOR
FREDERICK MONROE, CHAIRMAN
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL
SERVICES
JOAN SADY, CLERK OF THE BOARD

TRAFFIC SAFETY BOARD MEMBERS PRESENT:

WILLIAM KENNY, VICE CHAIR
DANIEL STEC
WILLIAM LAMY
FRANK KOMORASKE
KATHLEEN HOGAN
JOSEPH BETHEL
LOUIS TESSIER

NICOLE LIVINGSTON, DEPUTY CLERK OF THE BOARD

SUPERVISORS: CHAMPAGNE
GERAGHTY
GOODSPEED
MERLINO
PITKIN
SOKOL
STRAINER
TAYLOR

TRAFFIC SAFETY BOARD MEMBER ABSENT:

NATHAN YORK

SHANE ROSS, CHIEF DEPUTY
TODD LUNT, HUMAN RESOURCES DIRECTOR
MARGARET SING SMITH, YOUTH BUREAU DIRECTOR
JONATHAN ALEXANDER, *THE ADIRONDACK JOURNAL*
SARAH MCLENITHAN, LEGISLATIVE OFFICE SPECIALIST

Mr. VanNess called the joint meeting of the Public Safety Committee and the Traffic Safety Board to order at 11:05 a.m.

Motion was made by Mr. Girard, seconded by Mr. Belden and carried unanimously to approve the minutes from the December 4, 2008 meeting of the Public Safety Committee, subject to correction by the Clerk of the Board.

Motion was made by Mr. Stec, seconded by Ms. Hogan and carried unanimously to approve the minutes from the previous Traffic Safety Board meeting.

Privilege of the floor was extended to Amy Manney, Deputy Director of the Office of Emergency Services (OES)/STOP-DWI Coordinator, who distributed copies of the Agenda to the Committee members; *a copy of which is on file with the minutes.*

Mrs. Manney apprised that Agenda Item 1 pertained to the meeting with the National Safety Council which provided information on the Alive at 25 Program and was scheduled for January 26, 2009 in Room 6-103. She stated that Warren County was working with the National Safety Council to secure funding for the implementation of the Alive at 25 Program in Warren County. Kate Hogan, District Attorney, mentioned that she was working with Margaret Sing Smith, Youth Bureau Director, to comprise a letter informing the Supervisors, Town Board members and the Superintendents of the local schools promoting the information for the January 26, 2009 meeting.

Proceeding, Mrs. Manney advised that Agenda Items 2 through 4 consisted of requests for transfers of funds, which she detailed as follows:

	<u>From Code:</u>	<u>Title:</u>	<u>To Code:</u>	<u>Title:</u>	<u>Amount:</u>
--	-------------------	---------------	-----------------	---------------	----------------

	A.889	STOP-DWI Revenues	A.7313 250	Youth Court- Tech Equip	\$309
	For the purchase of an FST Alcohol Sensor for the Youth Court;				
2)	<u>From Code:</u>	<u>Title:</u>	<u>To Code:</u>	<u>Title:</u>	<u>Amount:</u>
	A.889	STOP-DWI Revenues	A.3315 470	STOP-DWI Contract	\$4,500
	For the purchase and installation of an on-board camera in the Glens Falls Police Department's STOP-DWI Patrol Vehicle;				
3)	<u>From Code:</u>	<u>Title:</u>	<u>To Code:</u>	<u>Title:</u>	<u>Amount:</u>
	A.889	STOP-DWI Revenues	A.3315 260	STOP-DWI Other Equip	\$4,250
	For the purchase of the Friends Exhibit to be displayed in area schools to educate adolescents on the dangers of drinking and driving.				

Motion was made by Mr. Stec, seconded by Mr. Kenny and carried unanimously to approve the requests for transfer of funds as outlined above and refer same to the Finance Committee. *Copies of the Requests for Transfer of Funds are on file with the minutes.* **Note: Subsequent to the meeting it was determined that the Requests for Transfer of Funds should have been presented to the Committee as Budget Amendments, and the appropriate documentation was provided and corrections have been made.**

Mrs. Manney presented a request to reappoint Joseph Bethel, Chief of Police, City of Glens Falls, Mr. O'Connor and Ms. Hogan to the Traffic Safety Board for a term commencing January 1, 2009 and terminating December 31, 2011.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried by majority vote to approve the reappointments to the Traffic Safety Board, with Mr. O'Connor abstaining, and the necessary resolution was authorized for the January 16, 2009 Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mrs. Manney noted that the next Traffic Safety Board meeting was scheduled for April 13, 2009.

Commencing with the joint Committee business portion of the meeting, Mr. VanNess announced that a request had been presented to create a full-time STOP-DWI Program/Emergency Services Assistant position. Mr. Kenny voiced his objection to the request citing the hiring freeze that was recently adopted by the Board of Supervisors. Hal Payne, Commissioner of Administrative and Fiscal Services, pointed out that the creation of the position would be a violation of the hiring freeze as the position was not mandated. Mr. Bentley reminded the Committee that they had discussed the position prior to the implementation of the hiring freeze but had delayed in making a decision pending the receipt of further information.

Mr. Kenny questioned whether the County could be reimbursed for the fringe benefits associated with the position and Mr. Payne replied in the negative. Mrs. Manney pointed out that half of her fringe benefits were reimbursed by the LEMPG (Local Emergency Management Planning Grant), as well as half of her salary and the 19 hours that the Account Clerk worked in the OES.

Brian LaFlure, Director of the OES/Fire Coordinator, advised that due to scheduling difficulties the joint meeting of the Traffic Safety Board and the Public Safety Committee had been unable to take place prior to the adoption of the hiring freeze. He apprised that the Warren County STOP-DWI system suggested that more STOP-DWI funds be used to increase staffing that had been decreased since the creation of the OES, regardless of the fact that the workload had increased. He pointed out that they were currently unable to complete the duties required of the Department due to the volume of work associated with processing grant applications and awards. Mr. LaFlure pointed out that the STOP-DWI Program/Emergency Services Assistant would be partially funded by STOP-DWI grant funding and would assist with the workload in both the STOP-DWI and OES offices.

Mr. Belden questioned what the salary for the position would be and Mr. LaFlure replied that the position would be classified as a Grade 6 pay level, with a base salary of \$26,558. He apprised that \$26,462 would be funded through the STOP-DWI funding.

Mr. Kenny commented that in his opinion there was not enough work in the STOP-DWI office to warrant the

introduction of the position and it was unfair to use STOP-DWI grant funding to fund a position that would work primarily in the OES.

Discussion ensued.

Mrs. Manney mentioned that within the Traffic Safety/STOP-DWI Programs there was a sufficient amount of work to sustain a full-time STOP-DWI/Traffic Safety Coordinator, as well as a part-time position. She pointed out that with the addition of a part-time staff member, more educational materials could be provided to the public.

Shane Ross, Chief Deputy, interjected that he worked with Mr. LaFlure and Mrs. Manney on a daily basis and from his standpoint it appeared that the Office was understaffed and they were consequently overworked.

Mr. LaFlure said he was attempting to develop a scenario that would appropriately staff the OES with the least possible cost to the County; he added that his own position would become an issue in the future as it should be classified as full-time in light of the number of hours worked. He advised that due to State mandates there was a considerable volume of paperwork to be processed in order to maintain State funding. He explained that if the paperwork was not completed, State funding would have to be returned.

Mr. Goodspeed commented that if Warren County was going to enact a hiring freeze it should be enforced without exception. Ms. Hogan suggested contracting with an individual to file grants within the STOP-DWI Program at an hourly rate, thereby alleviating some of the stress and avoiding a conflict with the hiring freeze while utilizing the STOP-DWI funds for STOP-DWI services. Mr. Bentley interjected that in his opinion the OES funds would be used to perform STOP-DWI services. Mr. LaFlure commented that there was no way to determine how the duties of the position would be divided between the OES and the Traffic Safety/STOP DWI office and he added that he agreed with Ms. Hogan's suggestion.

Mr. Kenny reiterated that the creation of the position would be in violation of the hiring freeze. Mr. VanNess commented that the OES and the Traffic Safety/STOP-DWI had been consolidated into one office by the Board of Supervisors with no prior knowledge of the volume of work the Office would take on. Mr. VanNess questioned Mr. Payne on the proper procedure for approving a new position in light of the hiring freeze and Mr. Payne replied that the request must first be approved by the Public Safety Committee, then by the Personnel Committee and finally by the Board of Supervisors.

Mr. Champagne suggested that the Planning & Community Development Department assist the OES Department, as well as Traffic Safety/STOP-DWI, with the processing of grant applications and awards. Mr. O'Connor stated that he did not feel the position should be classified as a STOP-DWI/Emergency Services Program Assistant as the majority of the work performed would be for the OES and that funding should be sought elsewhere for the position rather than being expended from the STOP-DWI grant funds. Mr. LaFlure advised that he would be willing to withdraw the request to fund the position through the STOP-DWI program; however, he emphasized that STOP-DWI funds could be utilized in another way to assist the OES. He added that he would like to discuss in further detail at a later date what kind of assistance other Departments in the County may be able to offer with the processing and awarding of grants, as well as other options such as hiring an outside contractor to administer grants to alleviate some of the workload on the OES Department.

It was the consensus of the Committees to table the request to create a full-time STOP-DWI/Emergency Services Program Assistant position, pending further review by the OES and the Public Safety Committees on duties acquired by the OES, as well as the alternate options available.

Mr. Girard remarked that the OES was in a period of adjustment due to the recent change in administration and the needs of the Office were unclear. He suggested that the Public Safety Committee review the OES to get a better understanding of what the needs were prior to making a decision.

As there was no further business to come before the Traffic Safety Board, on motion made by Mr. Stec and

seconded by Mr. O'Connor, Mr. Bentley adjourned the Traffic Safety Board portion of the meeting at 11:53 a.m.

Moving along to the Public Safety Committee portion of the meeting, Mr. LaFlure presented the following requests for contract extensions:

- 1) Extending the contract with the Lake George Volunteer Fire Department in an amount not to exceed \$6,305 for a term commencing January 1, 2009 and terminating December 31, 2009 for Scuba Rescue Team services;
- 2) Extending the contract with the Horicon Volunteer Fire Company in an amount not to exceed \$6,305 for a term commencing January 1, 2009 and terminating December 31, 2009 for Scuba Rescue Team services.

Joan Sady, Clerk of the Board, entered the meeting at 11:55 a.m.

Motion was made by Mr. Girard, seconded by Mr. Belden and carried unanimously to approve the requests for contract extensions as outlined above and the necessary resolutions were authorized for the January 16, 2009 Board meeting. *Copies of the resolution request forms are on file with the minutes.*

Continuing on to Items 2 and 3 of the Agenda, Mr. LaFlure requested approval for In-State travel as follows:

- 1) for himself and Mrs. Manney to attend the New York State Emergency Management Association (NYSEMA) Conference on February 10-12, 2009 in Syracuse, NY;
- 2) for Mrs. Manney to attend the New York State Association of Towns meeting on February 16-17, 2009 in Manhattan, NY at no cost to the County.

Mr. LaFlure noted that the funds were included in the Department Budget for he and Mrs. Manney to attend the NYSEMA Conference and that C.T. Male, Associates would be funding the costs for Mrs. Manney to travel to the New York State Association of Towns meeting.

Motion was made by Mr. Bentley, seconded by Mr. Sokol and carried unanimously to approve the travel requests as outlined above. *Copies of the requests for Authorization to Attend Meeting or Convention for Overnight Travel are on file with the minutes.*

Mr. LaFlure referred the Committee to the letters included in the Agenda packet pertaining to the request for funding to aid in the purchase of a warning siren system for the Conklingville Dam. Mrs. Manney stated that she had explained to Robert S. Foltan, Chief Engineer for the Hudson River-Black River Regulating District Board, that the County would be unable to assist with the purchase of a siren due to the current financial state of the County. She voiced her concern that if the County assisted one dam owner others would request financial assistance also.

Mr. VanNess questioned what Towns or Villages would be affected if the Conklingville Dam were to fail and Mrs. Manney replied that the Towns of Hadley, Lake Luzerne, Queensbury and the City of Glens Falls would be affected. Mr. VanNess questioned how the siren system would function and Mrs. Manney replied that if the dam were to breach the siren would make a unique sound so that individuals could differentiate it from fire sirens. Mr. VanNess asked whether a request had been made for financial assistance and Mr. LaFlure responded that they had not submitted a formal request but were inquiring whether the County would offer assistance. Mr. Belden commented that the Dam owners should be responsible for the cost and not the County.

Motion was made by Mr. Girard, seconded by Mr. Belden and carried unanimously to take no action on the request due to the financial status of the County.

Continuing with the Agenda review, Mr. LaFlure requested a transfer of funds in the amount of \$4,234 from General Fund Surplus to Fire Prevention and Control for a hazardous materials incident (HAZMAT) on August 5, 2008. He added that the County had a contract with the Glens Falls Fire Department to respond in the event of a HAZMAT

incident. He added that the funds received from the insurance companies for the incident were deposited into the General Fund. He commented that he was working with the Treasurer's Office to develop a system so that monies would not have to be transferred to reimburse for HAZMAT response.

Motion was made by Mr. Belden, seconded by Mr. Girard and carried unanimously to approve the transfer of funds as outlined above and refer same to the Finance Committee. *A copy of the request to transfer funds is on file with the minutes.*

The final Item on the Agenda pertained to an update on the OES vehicles. He advised that the leasing company had been notified that the lease on the 2004 GMC Yukon would not be renewed in April of 2009. He added that he had spoken to Bud York, Sheriff, about acquiring an old patrol car for use of the OES Department and they were awaiting the availability of a vehicle in good condition.

As there was no further business to come before the Public Safety Committee, on motion made by Mr. Belden and seconded by Mr. Thomas, Mr. VanNess adjourned the Public Safety Committee meeting at 12:06 p.m.

Respectfully submitted,

Sarah McLenithan, Legislative Office Specialist